



Date: December 16, 2015

Position Title: **Waiver Billing Specialist**

Department: **Waiver**

Posting Deadline: December 30, 2015

Senior Services of Southwest Michigan is seeking to fill a full-time, non-exempt billing specialist position. This position provides support to the MIChoice Waiver program, reporting to the Waiver Program Manager.

Will be responsible for processing service authorizations (ICOS) from Supports Coordinators. Processes Waiver billing from vendors (providers) in the MICIS (Waiver) software. Will investigate and act to resolve outstanding billing and reimbursement requests; communicating issues to responsible individual and/or departments for prompt resolution. Generates and prints monthly "variance reports" from the MICIS (Waiver) software; reviews and processes encounter data. Responds to provider telephone calls; refers to Waiver Program Manager or Director of Community and Clinical Services as necessary. Responsible to minimize risk of coding compliance issues and accurate reporting.

Position requires an Associate's degree or equivalent billing/posting experience with technical training as indicated. Clerical, basic computer operations skills and the ability to use a 10-key calculator are necessary. Good telephone skills and the ability to communicate clearly and effectively with both internal and external customers required. Familiarity with MICIS software system preferred. Knowledge of Excel and other MicroSoft software programs such as Word required. Medical billing experience a big plus!!

Apply in person between the hours of 9:00 a.m. and 3:00 p.m. at the Senior Services of Southwest Michigan office, 918 Jasper Street, Kalamazoo, MI 49001; fax resume to: 269-382-3189; or email to: humanresources@seniorservices1.org (no phone calls, please). Or, complete an on-line application through our website: www.seniorservices1.org (Employment Opportunities section).

Senior Services of Southwest Michigan is an Equal Opportunity Employer. This agency participates in E-Verify.